

November 22, 2016  
Ed Ebrahiman, Director  
Bureau of Street Lighting  
City of Los Angeles  
1149 South Broadway, Suite 200  
Los Angeles, California 90015

Dear Mr. Ebrahiman,

**REVOCABLE PERMIT FOR HOLIDAY LIGHTING INSTALLATION AND OPERATION ON CITY  
STREETLIGHTS**

This letter is our official acceptance of the Bureau of Street Lighting's requirements for the Melrose Business Improvement District (BID) to operate the items described below. The Melrose BID and their contractor, IMS, will then receive authorization to install holiday lighting equipment on City (BSL) streetlights. It is understood that immediately after the installation is completed, the BID will be responsible for maintenance of said lighting, to be installed on 112 streetlights on Melrose Avenue from Fairfax to Highland.

The requirements are based on the City Policy, per Council File No. 03-1995 and Council File 01-2023, and other necessary requirements of the Bureau of Street Lighting. All of these requirements are listed below. It is our understanding that the details of the installation are to be provided to the BSL by IMS, contractor to the Melrose BID, and approved prior to the installation.

**This is to provide, guarantee and/or agree to the following:**

1. By and on behalf of the BID, in consideration of the request for and granting of the right to use the below listed or described streetlights ("Lights") it is hereby agreed that the BID shall and hereby does indemnify, hold harmless, release and forever discharge the Bureau of Street Lighting, and the City of Los Angeles and its officers, employees, and representatives from any and all liability for negligent acts or omissions and all claims and demands whatsoever (but excluding liability arising from such parties' willful misconduct or gross negligence), which the BID, or any persons acting on their behalf, have or may have against the Bureau of Street Lighting, and/or the City of Los Angeles or its officers, employees and representatives by reason of any real or personal property damage, bodily injury or death arising directly or indirectly from the referenced activities. The BID also hereby agrees to repair any and all damage to the Lights arising or resulting from the BID's activities as described here.
2. We have obtained liability insurance to cover any possible incident, injury or damages resulting from the installations, such as equipment falling from a streetlight. Proof of insurance coverage for the coming year is enclosed. Insurance coverage amounts are \$1 million per incident, and \$2 million aggregate.

4. BID contact information, including name, position, address, telephone, fax and email (regarding maintenance, operation, insurance, equipment condition, streetlight knockdown, need to remove or install equipment, documentation, etc.):

Donald Duckworth, Executive Director: 8181.515.2159

Kim Sudhalter, Director of Marketing: 213.369.6062

Sean Lujan, iMS: 626.551.6376

If there is a change in contact information, we will advise the BSL of the new information within 30 days of the change.

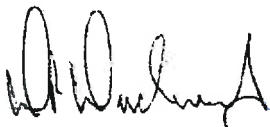
5. The duration of the installation, and the current authorized term of the BID is 3 months, commencing on Tuesday, November 22, 2016.

6. We accept the condition that this is a revocable permit for installation, of holiday decorations on City streetlights, and any changes must be approved in advance by the Bureau of Street Lighting.

7. Enclosed is a \$350. Permit fee

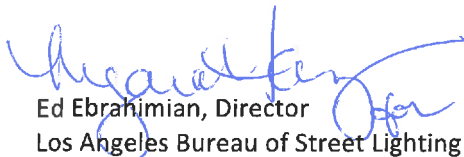
8. Costs related to operation and rental space are \$10.00 per location for 90 days for all the holiday lighting installed. Total is ~~121~~ x \$10.00 = ~~\$1,210.00~~  
 $112 \times \$10.00 = \$1,120.00$

For the BID: (Print name and position below signature)



Donald R. Duckworth, Executive Director. November 22, 2016

Approved By:



Ed Ebrahimian, Director  
Los Angeles Bureau of Street Lighting

Date:

11/22/16

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